

Appendix E
Meeting Minutes

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: August 6, 2010
Conference No.: 63
Date & Time: August 4, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

	Name	Company	Telephone	E-mail
X	Caroline Cabias	Board of Equalization (BOE)	916 322-3320	Caroline.Cabias@boe.ca.gov
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	John Sheehan	JLS Environmental Services (JLS)	916 869-7889	jsheehan@jlsinc.com
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	Ted Ice	LaCroix Davis LLC (LCD)	925 719-5842	tice@lacroixdavis.com
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	Ken Firchau	Department of General Services – BPM	916 446-9505	Ken.Firchau@dgs.ca.gov
X	Lisa Lambeth	Department of General Services – BPM	916 869-1702	Lisa.Lambeth@dgs.ca.gov
	Robert Rodriguez	Department of General Services - BPM	916 446-9505	Robert.Rodriguez@dgs.ca.gov
X	Bob Courtnier	Department of General Services – CSS	916 375-4842	Bob.Court nier@dgs.ca.gov
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X	Jill Sommerville	Department of General Services – PMB	916 376-1728	Jill.Sommerville@dgs.ca.gov
	Mike Moore	Department of General Services – PMB	916 376-1685	Mike.Moore@dgs.ca.gov
	Jerry Lairramore	Board of Equalization (BOE)	916 327-7900	Jerry.lairramore@boe.ca.gov
	M. Anglin	Board of Equalization (BOE)		

VI.	Next Meeting <ul style="list-style-type: none">▪ August 11, 2010, 10:30 am, BOE, Room 2221	
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BOE-DGS Schedule 8-4-10

ID	Task Name	Start	Finish	7, '10	Jul 4, '10	Jul 11, '10	Jul 18, '10	Jul 25, '10	Aug 1, '10	Aug 8, '10	Aug 15, '10	Aug 22, '10	Aug 29, '10	Sep 5, '10	
				T	F	S	S	M	T	T	F	S	S	M	T
1	First Floor Weekend Work Plan	Thu 7/22/10	Sun 8/1/10												
2	Item #23 Rm 129 Door Way In Stairwell #2	Fri 8/6/10	Sun 8/8/10												
3	Item #25 Kitchen Mop Sink	Fri 8/13/10	Sun 8/15/10												
4	8th Floor - Per CPM	Thu 7/1/10	Mon 8/16/10												
5	Reconstruction: Mens Restroom, Womens Restroom	Thu 7/15/10	Wed 8/4/10												
6	North Carpet Remediation (Completed)	Wed 7/21/10	Wed 7/21/10												
7	South/East Carpet Remediation (Completed)	Tue 7/20/10	Fri 7/30/10												
8	South/West Carpet Remediation	Sat 7/31/10	Fri 8/6/10												
9	Popout Build Back	Tue 8/3/10	Thu 8/5/10												
10	Carpet Install	Wed 8/4/10	Wed 8/11/10												
11	Phone & Data Check	Fri 8/13/10	Fri 8/13/10												
12	Turn Floor Over: Time?	Mon 8/16/10	Mon 8/16/10												
13	20th Floor - Per CPM	Tue 8/17/10	Fri 9/10/10												
14	Turn over to DGS 4PM	Tue 8/17/10	Tue 8/17/10												

Project: DGS - 3 week schedule - 07-2€
Date: Wed 8/4/10

Task
Split



Deadline



MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: August 16, 2010
Conference No.: 64
Date & Time: August 11, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

	Name	Company	Telephone	E-mail
X	Caroline Cabias	Board of Equalization (BOE)	916 322-3320	Caroline.Cabias@boe.ca.gov
	Liz Houser	Board of Equalization (BOE)	916 445-4272	Liz.Houser@boe.ca.gov
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X	Jerry Lairramore	Board of Equalization (BOE)	916 327-7900	Jerry.lairramore@boe.ca.gov
	M. Anglin	Board of Equalization (BOE)		

V.	Other <ul style="list-style-type: none"><li data-bbox="245 184 1321 220">▪ Floor 7 closure reports from LCD were delivered to DGS (PMB/BPM) and BOE.	
VI.	Next Meeting <ul style="list-style-type: none"><li data-bbox="245 289 889 325">▪ August 18, 2010, 10:30 am, BOE, Room 2221	

BOE-DGS Schedule 8-11-10

ID	Task Name	Start	Finish	7, '10	Jul 4, '10	Jul 11, '10	Jul 18, '10	Jul 25, '10	Aug 1, '10	Aug 8, '10	Aug 15, '10	Aug 22, '10	Aug 29, '10	Sep 5, '10
				TFSSMT	TFSSMT	TFSSMT	TFSSMT	TFSSMT	TFSSMT	TFSSMT	TFSSMT	TFSSMT	TFSSMT	TFSSMT
1	First Floor Weekend Work Plan	Thu 7/22/10	Sun 8/1/10											
2	Item # 25 & 32	Fri 8/13/10	Sun 8/15/10											
3	Item #23 Rm 129 & 130 Door Way In Stairwell #2	Fri 8/20/10	Sun 8/22/10											
4	Item #31 South East Hallway	Fri 8/27/10	Sun 8/29/10											
5	3rd Floor Parking Garage Mechanical Room	Mon 8/9/10	Mon 8/16/10											
6	8th Floor - Per CPM	Thu 7/1/10	Mon 8/16/10											
7	Furniture & Cubicle	Mon 8/9/10	Fri 8/13/10											
8	Phone & Data Check	Thu 8/12/10	Fri 8/13/10											
9	Turn Floor Over: Time?	Mon 8/16/10	Mon 8/16/10											
10	20th Floor - Per CPM	Fri 8/20/10	Fri 9/10/10											
11	Turn over to DGS 4PM	Fri 8/20/10	Fri 8/20/10											
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Project: DGS - 3 week schedule - 08-11
 Date: Wed 8/11/10

Task Split

Progress Milestone

Summary Project Summary

External Tasks External Milestone

Deadline

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: August 19, 2010
Conference No.: 65
Date & Time: August 18, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

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	Caroline Cabias	Board of Equalization (BOE)	916 322-3320	Caroline.Cabias@boe.ca.gov
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	Ted Ice	LaCroix Davis LLC (LCD)	925 719-5842	tice@lacroixdavis.com
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	Bob Courtnier	Department of General Services – CSS	916 375-4842	Bob.Court nier@dgs.ca.gov
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X	Charles Hamilton	JLS Environmental Service (JLS)	916 869-7889	chamilton@jls.com

Item	Description	Action
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ None to report 	
II.	Schedule / Progress <p>a. CPM - Current Status</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS) ▪ Official Close-out Date = 2/26/2011 ▪ Physical Work completed by 1/14/2011 ▪ Current issue date 8/16/10 ▪ 20th Floor turn over to DGS is scheduled for 8/20/10 at 3:00 pm. ▪ Additional time was added to Floor 20 remediation duration to account for discovery of rolled carpeting on this floor – this will not affect the completion date of the project. ▪ Additional time may need to be added to Floor 17 duration to allow for end-of-year holidays and the fact that this work will overlap work on Floor 19. <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting and is included as the last page of these meeting minutes or as a separate attachment.</p> <p>Greg Sheehan (JLS) reported the following:</p> <ul style="list-style-type: none"> ▪ 1st Floor - Item#25 Food Prep mop sink is completed. Item #32 –hallway at cafeteria/daycare discovered additional remediation work on the daycare side at the wash/dryer and kitchen area as well at the corner of the casework belonging to the cafeteria. Item #23 and Item #30 is scheduled for the weekend starting on 8/20/10. Item #31 Southeast Hallway to start on 8/27/10. ▪ 20th Floor – Turn over to DGS is scheduled for 8/20/10 at 3:00 pm. ▪ 3rd floor garage mechanical room will be completed today. <p>c. Delays</p> <p>None to report.</p> <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ None to report 	<p>BOE/DGS</p> <p>JLS</p> <p>DGS/BOE/</p> <p>JLS</p>

<p>III. Old Business</p>	<ul style="list-style-type: none"> ▪ The Draft O & M manual was delivered to DGS last week; BPM and PMB have made comments that need to be incorporated into the final draft before BOE receives their copy for comment. ▪ DGS looked at the kitchen floor after last weeks meeting and found that a small amount of maintenance should be done at some of the seam areas. LCD or HTI did not sample at the mop sink area, due to a misunderstanding as to sampling/testing, however the area was rebuilt and encapsulate used in the area. LCD/HTI will walk the area after today's meeting. 	<p>BPM</p> <p>LCD/HTI</p>
<p>IV. New Business</p>	<ul style="list-style-type: none"> ▪ BOE requested that LCD's training of BOE staff occur at the end of the project, after December 2010. BOE/LCD to coordinate content of the power point presentation for training. 	<p>LCD/BOE</p>
<p>V. Other</p>	<ul style="list-style-type: none"> ▪ Floor 8 closure reports from LCD were delivered to DGS (PMB/BPM) and BOE. ▪ Mary Hoy on vacation this week 	
<p>VI. Next Meeting</p>	<ul style="list-style-type: none"> ▪ August 25, 2010, 10:30 am, BOE, Room 2221 	

BOE-DGS Schedule 8-18-10

ID	Task Name	Start	Finish	'10																		
				Jul 25	Aug 1	Aug 8	Aug 15	Aug 22	Aug 29	Sep 5												
				W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	First Floor Weekend Work Plan	Thu 7/22/10	Sun 8/1/10																			
2	Item #23 Rm 129 & 130 Door Way In Stairwell #2	Fri 8/20/10	Sun 8/22/10																			
3	Item #31 South East Hallway	Fri 8/27/10	Sun 8/29/10																			
4	3rd Floor Parking Garage Mechanical Room	Mon 8/9/10	Wed 8/18/10																			
5	20th Floor - Per CPM	Fri 8/20/10	Fri 9/10/10																			
6	Turn over to DGS 3PM	Fri 8/20/10	Fri 8/20/10																			
7	Floor has broadloom carpet	Wed 8/18/10	Wed 8/18/10																			
8	No Power In Building - Will have to schedule no active containments	Sat 9/4/10	Mon 9/6/10																			
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Project: DGS - 3 week schedule - 08-11
Date: Fri 8/13/10

Task Split

Progress Milestone

Summary Project Summary

External Tasks External Milestone

Deadline

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: August 30, 2010
Conference No.: 66
Date & Time: August 25, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

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	Charles Hamilton	JLS Environmental Service (JLS)	916 869-7889	chamilton@jls.com

Item	Description	Action
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ Under Item II.b, John Sheehan reported for JLS, not Greg Sheehan. 	
II.	Schedule / Progress <p>a. CPM - Current Status</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS) ▪ Official Close-out Date = 2/26/2011 ▪ Physical Work completed by 1/14/2011 ▪ Current issue date 8/16/10 ▪ 2nd Floor turn-over to DGS tentatively scheduled for 9/13 @ 3:00 pm. <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting and is included as the last page of these meeting minutes or as a separate attachment.</p> <p>Greg Sheehan (JLS) reported the following:</p> <ul style="list-style-type: none"> ▪ 1st Floor Item #31 Southeast Hallway to start on 8/27/10. Item # 1 Main lobby encapsulation portion will also be completed this weekend. Item # 32 corridor between kitchen and day care will be phased to determine extent inside the daycare washer/dryer and refrigerator area. First phase the kitchen storage and restroom will be remediated starting 9/17/10. ▪ 20th Floor – JLS has started restrooms and janitor room remediation and clearance testing will be done today. The floor remediation will be sectioned off in in half, South and East and North and West. The containments are being built today and covering of ceiling and furniture to follow. BPM is coordinating the carpet installer and painters to coincide with the remediation schedule. 19th Floor, room 1902 will need to be accessed to cap off the plumbing where the mop sink in room 2013 is currently being removed. This work will be scheduled for after hours. ▪ No work is scheduled for the Labor Day weekend. <p>c. Delays</p> <p>None to report.</p> <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ None to report 	<p>BOE/DGS</p> <p>JLS</p> <p>JLS</p>
III.	Old Business <ul style="list-style-type: none"> ▪ The Draft O & M manual changes are being incorporated and are expected to be completed in 2 weeks. ▪ Additional remediation required at Daycare (see comment in Item II.b above). 	<p>BPM/LCD</p> <p>JLS/LCD</p>
IV.	New Business <ul style="list-style-type: none"> ▪ BPM will report to BOE the location of aquariums by next weeks meeting. 	<p>BPM/BOE</p>

V.	Other <ul style="list-style-type: none">▪ None to report	
VI.	Next Meeting <ul style="list-style-type: none">▪ September 1, 2010, 10:30 am, BOE, Room 2221	

BOE-DGS Schedule 8-25-10

ID	Task Name	Start	Finish	Aug 22, '10							Aug 29, '10							Sep 5, '10							Sep 12, '10							Sep 19, '10							Sep 26, '10						
				S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	First Floor Weekend Work Plan	Fri 8/27/10	Sun 9/19/10																																										
2	Item #31 South East Hallway & Item #1 Spray Encap.	Fri 8/27/10	Sun 8/29/10																																										
3	Item #2 Main Lobby	Fri 9/10/10	Sun 9/12/10																																										
4	Item #11 & #32 ?	Fri 9/17/10	Sun 9/19/10																																										
5	20th Floor - Per CPM	Mon 8/23/10	Mon 9/27/10																																										
6	Restroom & Janitors Room Remediation & Testing	Mon 8/23/10	Wed 8/25/10																																										
7	Carpet Remediation South & East Side	Mon 8/23/10	Tue 9/7/10																																										
8	Carpet Remediation North & West Side	Tue 9/7/10	Fri 9/17/10																																										
9	Carpet Install BPM	Mon 9/13/10	Thu 9/23/10																																										
10	Paint - BPM	Wed 9/8/10	Fri 9/24/10																																										
11	Phone & Data	Thu 9/23/10	Fri 9/24/10																																										
12	Turn Floor Over	Mon 9/27/10	Mon 9/27/10																																										
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Project: DGS - 3 week schedule - 08-1£
Date: Wed 8/25/10

Task
Split

Progress
Milestone

Summary
Project Summary

External Tasks
External Milestone

Deadline



MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: September 2, 2010
Conference No.: 67
Date & Time: September 1, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

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	David Locke	JLS Environmental Services (JLS)	916 870-4564	dlocke@jlsinc.com
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	Chris Corpuz	LaCroix Davis LLC (LCD)	510 701-4729	ccorpuz@lacroixdavis.com
X	Steve Davis	LaCroix Davis LLC (LCD)	925 299-1140	sdavis@lacroixdavis.com
	Efrain Ramos	JLS Environmental Services (JLS)	916 809-6467	
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	Jim Beesley	Department of General Services – BPM	916 446-9505	James.Beesley@dgs.ca.gov
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X	Mary Hoy	Department of General Services – CSS	916 375-4832	Mary.Hoy@dgs.ca.gov
	Jill Sommerville	Department of General Services – PMB	916 376-1728	Jill.Sommerville@dgs.ca.gov
X	Mike Moore	Department of General Services – PMB	916 376-1685	Mike.Moore@dgs.ca.gov
X	Jerry Lairramore	Board of Equalization (BOE)	916 327-7900	Jerry.lairramore@boe.ca.gov
	Charles Hamilton	JLS Environmental Service (JLS)	916 869-7889	chamilton@jls.com

Item	Description	Action
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ None to report. 	
II.	Schedule / Progress <p>a. CPM - Current Status</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS) ▪ Official Close-out Date = 2/26/2011 ▪ Physical Work completed by 1/14/2011 ▪ Current issue date 8/16/10 ▪ 2nd Floor turn-over to DGS tentatively scheduled for 9/13 @ 3:00 pm. VPaul will verify if turnover can occur earlier on 9/10. <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting and is included as the last page of these meeting minutes or as a separate attachment.</p> <p>Greg Sheehan (JLS) reported the following:</p> <ul style="list-style-type: none"> ▪ 1st Floor Item # 2 Main lobby work above ceiling to begin next weekend (9/10/10) and possibly continue into the following weekend (work will not impact building operations during weekday operating hours). Item # 11 & 32 corridor and rooms between kitchen and day care will be phased to determine extent inside the daycare washer/dryer and refrigerator area. First phase the kitchen storage and restroom will be remediated starting 9/17/10. ▪ 20th Floor – work on this floor is continuing on schedule to be turned back on 9/27 (perhaps a couple days earlier). ▪ No work is scheduled for this (Labor Day) weekend. <p>c. Delays</p> <p>None to report.</p> <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ None to report 	<p>BOE/DGS</p> <p>JLS</p> <p>JLS</p>
III.	Old Business <ul style="list-style-type: none"> ▪ The Draft O & M manual changes are being incorporated and are expected to be completed in about 1 week. ▪ Additional remediation required at Daycare (see comment in Item II.b above). ▪ BPM reported that tenants who may have been keeping aquariums in the building are no longer in the building. 	<p>BPM/LCD</p> <p>JLS/LCD</p> <p>BPM/BOE</p>
IV.	New Business <ul style="list-style-type: none"> ▪ BCourtner reported that he sent CCabias a revised estimate yesterday that reflects/itemizes a “worst case” cost scenario for this project through completion. 	<p>DGS/BOE</p>

V.	Other <ul style="list-style-type: none"><li data-bbox="245 191 1317 289">▪ Mary Hoy will be off next week; Mike Moore will be off this Friday; Jill Sommerville will be off the rest of this week and perhaps some of next week as well.	DGS
VI.	Next Meeting <ul style="list-style-type: none"><li data-bbox="245 323 922 359">▪ September 8, 2010, 10:30 am, BOE, Room 2221	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: September 13, 2010
Conference No.: 68
Date & Time: September 8, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

ATTENDEES

	Name	Company	Telephone	E-mail
	Caroline Cabias	Board of Equalization (BOE)	916 322-3320	Caroline.Cabias@boe.ca.gov
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	Liz Peralta	Board of Equalization (BOE)	916323-5128	Liz.peralta@boe.ca.gov
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	Jerry Lairramore	Board of Equalization (BOE)	916 327-7900	Jerry.lairramore@boe.ca.gov

Item	Description	Action
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ None to report. 	
II.	Schedule / Progress <p>a. CPM - Current Status</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS) ▪ Official Close-out Date = 2/26/2011 ▪ Physical Work completed by 1/14/2011 ▪ Current issue date 8/16/10 ▪ Carpet install on 19th Floor will be adjusted for holidays. <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting and is included as the last page of these meeting minutes or as a separate attachment.</p> <p>Greg Sheehan (JLS) reported the following:</p> <ul style="list-style-type: none"> ▪ 1st Floor Item # 2 Main lobby work above ceiling to begin this weekend starting on Friday evening and will not impact building operations during weekday. Item # 11 & 32 corridor and rooms between kitchen and day care will start on 9/17. JLS determined the cabinets in this area can be reused and BPM has coordinated with BEP for temporary storage of material currently in the cabinets. ▪ 2nd Floor turn-over to DGS is scheduled for 9/10 @ 2:00 pm ▪ 20th Floor – Carpet remediation on the second half of the floor, north & west sides starts today, the east and south half is cleared carpet installation will start on 9/13/10. <p>c. Delays</p> <p>None to report.</p> <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ None to report 	<p>DGS</p> <p>JLS</p> <p>JLS</p>

<p>III.</p> <p>Old Business</p> <ul style="list-style-type: none"> ▪ The revised Draft O & M should be ready by next Wednesday. ▪ The 5th Floor is currently scheduled to start in October and a focus meeting will be schedule by BOE to address the coordination items related to properly train the contractor for the halon system. To include in discussion are a pulling of pin with fire watch, extra fire extinguishers; JLS work plan... ▪ TSD is checking into a shorter back-up time period for their computer system from 29 hours to 16 hours. BPM has work for the switchgear testing and other work in the building that requires power down the building and needs to be done over a weekend. <p>IV.</p> <p>New Business</p> <ul style="list-style-type: none"> ▪ None 	<p>BPM/LCD JLS/LCD BPM/BOE</p> <p>BOE/BPM</p>	
<p>V.</p>	<p>Other</p> <ul style="list-style-type: none"> ▪ Building & Fire-Life Safety testing issues were discussed with BPM & BOE after this meeting (building maintenance issue – not remediation issue). 	
<p>VI.</p>	<p>Next Meeting</p> <ul style="list-style-type: none"> ▪ September 15, 2010, 10:30 am, BOE, Room 2221 	

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: September 20, 2010
Conference No.: 69
Date & Time: September 15, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

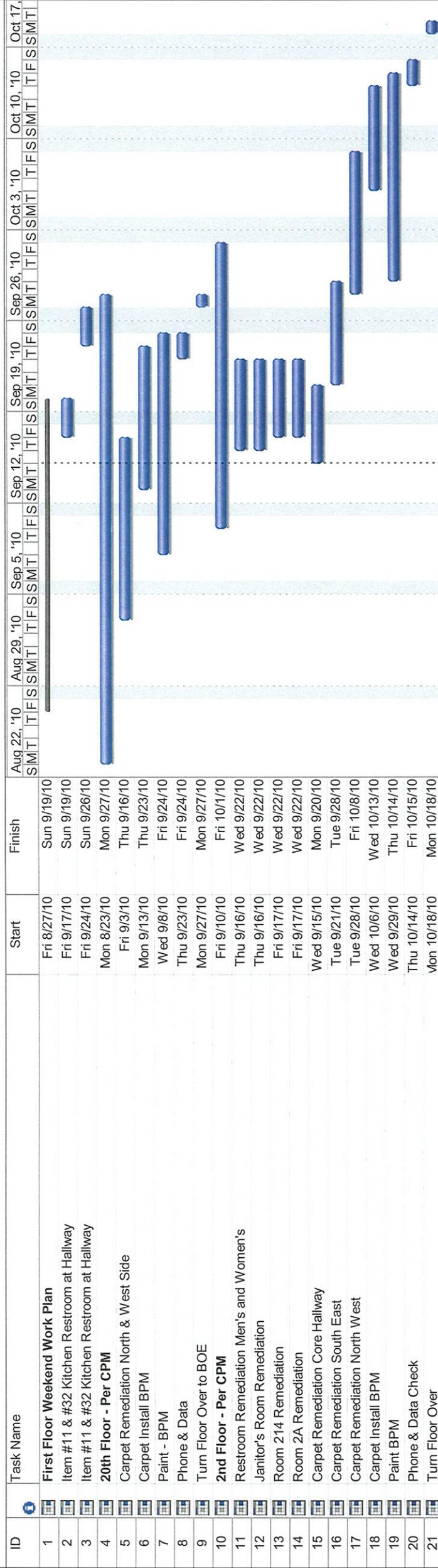
ATTENDEES

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	Steven Mercer	Board of Equalization (BOE)	916 322-3059	Steven.Mercer@boe.ca.gov
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X	Andrea Steinbach	LaCroix Davis, LLC (LCD)	925 586-1525	asteinbach@lacroixdavis.com

Item	Description	Action
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ None to report. 	
II.	Schedule / Progress <p>a. CPM - Current Status</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS) ▪ Official Close-out Date = 2/24/2011 ▪ Physical Work completed by 1/13/2011 ▪ Current issue date 9/13/10. ▪ A new schedule will be issued next meeting due to the findings on floor 2. <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting and is included as the last page of these meeting minutes or as a separate attachment.</p> <p>Greg Sheehan (JLS) reported the following:</p> <ul style="list-style-type: none"> ▪ 1st Floor Item # 2 Main lobby work above ceiling is completed. Item # 11 & 32 corridor and rooms between kitchen and day care will start on Friday evening of 9/17/10 and will continue on the weekend of 9/24/10. ▪ 2nd Floor Remediation started and test results for the carpet tile indicates sporadic mold growth on tile backing, so containments will be set up for the core hallway, south and east sides and north and west side. ▪ 20th Floor – Carpet remediation on the second half of the floor, north & west sides clearance testing starts today. BPM's carpet installation started on 9/13/10. Turn over of this floor is scheduled for Monday 9/27/10 at 8:30 am. <p>c. Delays</p> <p>The Board Meeting for September was in session at the start of floor 2 remediation. A two day delay noted, however it will not affect the project completion date.</p> <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ None to report 	<p>DGS</p> <p>JLS</p> <p>JLS</p> <p>JLS</p> <p>BPM</p>

<p>III.</p>	<p>Old Business</p> <ul style="list-style-type: none"> ▪ The revised Draft O & M was delivered to DGS today. BOE should receive a reference copy in about 2 weeks (following DGS review). ▪ The 5th Floor is currently scheduled to start in October and a focus meeting will be schedule by BOE to address the coordination items to properly train the contractor for the halon system. BOE is planning to move equipment four feet away from the perimeter wall so LCD/HTI will have easy access for their damage assessment. JS asked BOE (JL) to furnish a floor plan for the 5th Floor to assist JLS in developing their work plan. 	<p>DGS/BOE/ BPM/JLS</p>
<p>IV.</p>	<p>New Business</p> <ul style="list-style-type: none"> ▪ Floor 2 will take longer than originally expected, the Rush Period was confirmed to be 10/27 – 11/11; JLS will be completed with their work by 10/18/10. This should not impact Floor 5 work, but did use up all free float between the two activities (floor 2 & 5). 	
<p>V.</p>	<p>Other</p> <ul style="list-style-type: none"> ▪ Board meeting ends today. ▪ Chris Corpus is on vacation for two weeks ▪ Caroline Cabias and Christine Demes are on vacation the next two weeks ▪ Jill Sommerville will be on vacation 9/25 – 10/3. 	
<p>VI.</p>	<p>Next Meeting</p> <ul style="list-style-type: none"> ▪ September 22, 2010, 10:30 am, BOE, Room 2221 	

BOE-DGS Schedule 09-15-10



Project: DGS - 3 week schedule - 09-06
Date: Wed 9/15/10

Task Split

Progress Milestone

Summary Project Summary

External Tasks External Milestone

Deadline

MEETING MINUTES

Project: Board of Equalization Mold Remediation - Work Order 125828
Issue Date: September 22, 2010
Conference No.: 70
Date & Time: September 22, 2010, 10:30AM
Location: Board of Equalization Building, Conference Room 2221

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Item	Description	Action
I.	Corrections or additions to previous meeting minutes <ul style="list-style-type: none"> ▪ None to report. 	
II.	Schedule / Progress <p>a. CPM - Current Status</p> <ul style="list-style-type: none"> ▪ Official start Date: 9/21/2007 (12/12/2007 = NTP to JLS) ▪ Official Close-out Date = 3/23/2011 ▪ Physical Work completed by 2/8/2011 ▪ Current issue date 9/20/10. <p>b. 3-Week Look-Ahead Schedule: A copy was distributed at the meeting and is included as the last page of these meeting minutes or as a separate attachment.</p> <p>Greg Sheehan (JLS) reported the following:</p> <ul style="list-style-type: none"> ▪ 1st Floor Item # 11 & 32 corridor and rooms between kitchen and day care was started on Friday, 9/17/10 and will continue this weekend. ▪ 2nd Floor Remediation of restrooms, core hallway and room 214 testing will be completed by the end of the day, today. Carpet remediation on the north, east, and west sides started today and will be completed on 9/28/10, the south side will start on 9/29/10. A two hour fire hatch door will be installed where an opening was cut at the mechanical shaft above the break room. It is unknown how long this penetration has been there. A temporary patch is in place and DGS is working with the SFM's office for an approved permanent repair. A separate containment will be built when the repairs are made. Turn over is expected to be at 3:30 pm on 10/15/10. ▪ 20th Floor – Carpet remediation is completed and BPM's carpet installers were completed yesterday - painting will be finished today. Turnover of this floor is scheduled for Monday 9/27/10 at 8:30 am. <p>c. Delays</p> <p>Note to report</p> <p>d. Inspection & Safety Notes</p> <ul style="list-style-type: none"> ▪ None to report 	<p>DGS</p> <p>JLS</p> <p>PMB</p> <p>BPM</p>

<p>III.</p>	<p>Old Business</p> <ul style="list-style-type: none"> ▪ The revised Draft O & M continues as a work in progress, so it will be at least two more weeks before a final version is issued to BOE. ▪ The 5th Floor has been rescheduled as the last floor to be remediated due to workload issues related to specific equipment that will be moved to the Opus building in early December 2010. ▪ Additional remediation will be required in the Daycare area. The extent will be determined this weekend. Prior to work being completed a meeting with the daycare staff will be arranged ahead of any work to be completed. 	<p>DGS/BOE/ BPM/JLS BOE</p> <p>BOE/DGS</p>
<p>IV.</p>	<p>New Business</p> <ul style="list-style-type: none"> ▪ City Fire will be submitting an invoice to BOE for the accidental alarm that was set off on Monday 9/19/10 at around 4:10 pm by a JLS worker. Floor 1,2,3, & 4 were evacuated. JLS will place a light plastic cover over the pulls to prevent a false alarm in the future. 	<p>JLS</p>
<p>V.</p>	<p>Other</p> <ul style="list-style-type: none"> ▪ 	
<p>VI.</p>	<p>Next Meeting</p> <ul style="list-style-type: none"> ▪ September 29, 2010, 10:30 am, BOE, Room 2221 	

BOE-DGS Schedule 09-22-10

ID	Task Name	Start	Finish	Aug 22, '10	Aug 29, '10	Sep 5, '10	Sep 12, '10	Sep 19, '10	Sep 26, '10	Oct 3, '10	Oct 10, '10
				SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS
1	First Floor Weekend Work Plan										
2	Item #11 & #32 Kitchen Restroom at Hallway	Fri 9/24/10	Sun 9/19/10								
3	Daycare Area	Fri 10/1/10	Sun 9/26/10								
4	Daycare Kitchen Area	Fri 10/8/10	Sun 10/3/10								
5	Kitchen Floor Repairs	Fri 10/8/10	Sun 10/10/10								
6	20th Floor - Per CPM	Mon 8/23/10	Mon 10/10/10								
7	Carpet Remediation North & West Side	Fri 9/3/10	Mon 9/27/10								
8	Carpet Install BPM	Wed 9/22/10	Thu 9/16/10								
9	Paint - BPM	Wed 9/22/10	Wed 9/22/10								
10	Phone & Data	Thu 9/23/10	Fri 9/24/10								
11	Turn Floor Over to BOE - 8:30am	Mon 9/27/10	Mon 9/27/10								
12	2nd Floor - Per CPM	Fri 9/10/10	Fri 10/1/10								
13	Restroom Remediation Men's, Women's & Janitor's	Thu 9/16/10	Wed 9/22/10								
14	Core Hallway Remediation	Thu 9/16/10	Wed 9/22/10								
15	Room 214 Remediation	Thu 9/16/10	Wed 9/22/10								
16	Carpet Remediation North East & West	Wed 9/22/10	Tue 9/28/10								
17	Carpet Remediation South	Wed 9/29/10	Wed 10/6/10								
18	Carpet Install BPM	Thu 9/30/10	Wed 10/13/10								
19	Paint BPM	Thu 9/30/10	Wed 10/13/10								
20	Phone & Data Check	Wed 10/13/10	Thu 10/14/10								
21	Turn Floor Over	Fri 10/15/10	Fri 10/15/10								

Project: DGS - 3 week schedule - 09-22
Date: Wed 9/22/10

Task

Split

Progress

Milestone

Summary

Project Summary

External Tasks

External Milestone

Deadline